

 ORIGINAL

PORT OF KINGSTON  
KITSAP COUNTY, WASHINGTON

RESOLUTION 12-04-14

**WHEREAS**, the Port of Kingston currently uses the Kitsap County Treasurer's Office as the Treasurer for all cash and investment funds;

**AND WHEREAS**, the Port's employee payroll is paid semi-monthly through a warrant process deducted from the 88725 Marina Revenue Fund held by the Kitsap County Treasurer;

**AND WHEREAS**, a majority of the Port employees have expressed a preference for direct deposit of their payroll and related reimbursements;

**AND WHEREAS**, the anticipated savings to the Port resulting from a direct deposit payroll process are estimated to be equal to or greater than the anticipated costs of a direct deposit payroll process;

**AND WHEREAS**, the Port of Kingston has determined to replace the warrant process for payroll with a direct deposit process;

**AND WHEREAS**, for security reasons, the Kitsap County Treasurer's Office requires an independent bank account at a local banking institution to enable direct deposit for employee payroll;

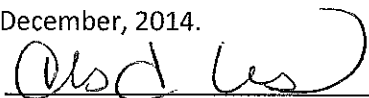
**NOW THEREFORE BE IT RESOLVED**, by the Port of Kingston Board of Commissioners that the Port Manager, David Malone, and the Commission Chairman, Bruce MacIntyre, are authorized to establish a new account at the Kingston, Washington, branch of the Bank of America to be used for direct deposit payroll and related reimbursement of employee expenses;

**AND BE IT FURTHER RESOLVED**, that this checking account shall be established with dual signature authority by authorized Port representatives as established through the Kitsap County Treasurer's Office;

**AND BE IT FURTHER RESOLVED**, that the Controller and Port Manager are authorized and directed to transfer funds to this new account and to maintain a minimum balance in this account that covers payroll transactions as determined by the payroll of current staff.

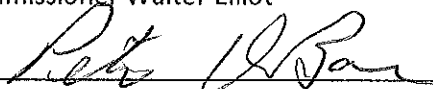
**ADOPTED** by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington this 30<sup>th</sup> day of December, 2014.

Attest:

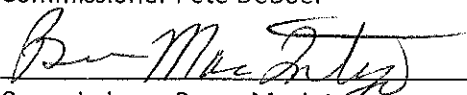
  
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Commissioner Walter Elliot

  
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Commissioner Pete DeBoer

  
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Commissioner Bruce MacIntyre